

# California Energy Commission



**CLASSIFICATION:** Associate Management Auditor

**TENURE:** Permanent

**TIME BASE:** Full Time (Will consider less than full-time and flexible schedules)

**SALARY:** \$4,619 - \$5,897

**LOCATION:** Budget Office, Financial Services  
Sacramento

**FINAL FILING DATE:** October 9, 2009

Created by the Legislature in 1974, the California Energy Commission is the foremost state energy policy and planning agency in the United States. It enjoys a worldwide reputation as a leader in providing the most unbiased energy information to government, industry, and the public. A fun place to work, the Commission is known for its culture of camaraderie. At least 60 percent of current employees have made the Commission home for most, if not all, of their civil service careers.

We are in search of a talented and enthusiastic person to manage and further develop our audit program. This is a unique opportunity for a creative, independent person to use their knowledge and experience to assist us in perfecting our audit function and advising us on contract fiscal issues. If you are interested in a position that allows you to develop the processes and not just follow them, then this is the job for you. We will allow flexible schedules and/or reduced time base. And there is minimal travel.

**DUTIES/RESPONSIBILITIES:** Under the general direction of the Budget and Accounting Office Manager, a Staff Services Manager II (Supervisory), the Associate Management Auditor independently develops and manages the Public Interest Energy Research (PIER) Program audit function, conducts fiscal control and contract compliance audits, and performs other complex and sensitive audit-related duties.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have

- Ability to communicate effectively and deal tactfully with people involving sensitive issues and situations.
- Knowledge of state audit principles, techniques, and procedures.
- Familiarity with the development and implementation of an audit program.
- Ability to work well under pressure, set priorities, and ensure effectiveness of fiscal policies and procedures.
- Ability to work independently and as a part of a team.
- Working knowledge of Microsoft Word and Excel.
- Ability to analyze and interpret (1) contract terms; (2) cost principles; and (3) funding recipients' internal controls, fiscal policies and procedures, and accounting reports and records to determine contract compliance.
- Ability to write effectively and to document policies and processes.

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**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. A Training and Development Assignment will be considered. **Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Kim DuVall – RPA #: 202-037  
California Energy Commission  
1516 9th Street, MS-3  
Sacramento, CA 95814  
(916) 654-4326

E-mail: [kduvall@energy.state.ca.us](mailto:kduvall@energy.state.ca.us)

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

RPA 202-037

Position 2020-4159-001

